

Draft Minutes for DOI Working Group Meeting
December 6th, 2004
Minneapolis, Minnesota

In Attendance:

Anne Sittauer	FWS
Ed Perez	NPS
Gary Hill	USGS
Jake Schlapher	BLM
Linda Rowley	BOR
Jeff Peterson	BOR, Unable to attend
Mary Parkinson	FWS
Ed Wickersham	FWS, Consultant

Anne convened the meeting at 8:15 A.M.

Anne opened by welcoming our new NPS Bureau coordinator Ed Perez. The group is very pleased that NPS has taken the initiative to insure functional participation in this important safety and training initiative.

Bureau Updates:

BLM-Jake Schlapher said BLM would be scheduling a cooperative MOICC with FWS probably in Homer, AK this spring or summer. He said he is having some difficulty tracking BLM MOCC students. Jake had no numbers for BLM training this last year.

NPS-Ed Perez has contacted all of his instructors and has asked them to send all of their training records. He is having some problem tracking students and instructors for the NPS. He is anticipating an MOICC at Lake Mead and in the New York area in 2005 as well as several MOCC courses throughout the country. Ed will be contacting Chris Horsch and NCTC regarding the possibility of using NCTC to track NPS-MOCC students. Ed indicated he is interested where possible in conducting cooperative training sessions. Ed was unaware of the number of MOCC students trained this last year. He did say he is working at establishing better communication with his instructors

USGS-Gary Hill reports that he has all but completed updating the USGS training records for boat operators. He reports that USGS has 112 instructors. A problem he has is that he is not being notified when USGS employees are trained by other agencies. He estimates that USGS has trained 2,600 MOCC certified boat operators. He is now scheduling regular meetings with hi instructors nationwide. Gary continues to work on making their St. Petersburg facility a key training site. Gary said USGS trained 103 MOCC students and 33 recertification's in 2004, 192 MOCC/161 Recertification, 2003, 280 MOCC/183 Rectification, 2002.

FWS-Anne Sittauer reported that FWS is working on a formal training schedule for OJT-MOICC training and provided a copy of that draft schedule to all. Anne indicated that presently she is putting most of her effort in this area into developing an official position description for the Regional and National Water Craft Safety Coordinator positions within the USFWS. Anne also reported that last year the FWS adopted an official PD for the MOCC/MOICC boating instructors. Finally Anne reports that FWS completed the following training in 2004.

MOCC	728
MOICC	10
Airboat	228
Open Water	18
Moving Water	7
Refresher	104

BOR-Linda Rowley the National Safety Officer with BOR asked the question, why employees would want to teach MOCC/MOICC. This lead to a general discussion concerning the need for supervisory support and funding offset for local employees and their stations. Due to Jeff Petersons inability to attend Linda was unable to report any specific training accomplished by BOR but did say that she understood that there was a lot of training going on at their Hoover Dam facility. Linda also reported that she is going to try and put together a Bureau Work Group based on the FWS model.

Status of Airboat Module:

Gary Hill is not satisfied that the one day course developed by FWS will meet his agencies needs. Therefore Gary distributed disc of a two and three day airboat training modules to be reviewed by the group and comments returned. Gary went on to say that he has obtained approval to use a private contractor to conduct the initial airboat training using the USGS training modules. When completed Bureaus would have the opportunity to select from 1, 2 or 3 day airboat training modules based on their specific needs.

Anne asked the group if they believed kill switches should be used on airboats. The group concluded unanimously that kill switches were as necessary on airboats as they were on motorboats. Anne read the FWS policy on kill switch use and again all unanimously agreed that was equally applicable to airboats.

Inflatable PFDs:

Although not an agenda item Ed Perez indicated that because of the interest in the use of inflatable PFDs within the NPS that they needed to develop a policy. Anne offered to send Ed the FWS policy on inflatable PFD use.

Accident Analysis:

Mary Parkinson provided the group with the Safety Alert addressing vessels capsizing that were towing scientific gear. As we have several members that were not familiar with the underlying Accident Analysis Mary will send each member of the group a copy of the Accident Analysis.

Non-Motorized Module:

Jake provided the Work Group a draft copy of the non-motorized module. He indicated that it should have included the graphics but he did not have them ready yet. Jake said he will supply the group with the non-motorized module in an agenda format including graphics. He also will develop recommendations for standards/requirements for non-motorized module instructors.

MOICC-OJT Training:

Anne lead a discussion concerning the formal development of MOICC instructor training conducted as OJT training within an MOCC. The entire group is in favor. Anne distributed a draft MOICC-OJT schedule for review by the members of the group.

Coordination of Training between Bureaus:

A generalized discussion of the benefits of this took place with all in favor of it. Gary informed the group that USGS had a standing offer that any employee from another agency that obtained their MOICC training at St. Petersburg would have the money returned if they taught just one class there.

Safety Council Expectations:

The various Bureau leads within the group all are satisfied now that they have good communications with their respective Bureau Safety Officers. It was decided to continue to improve this by sending a copy of the minutes from each meeting or conference call to the Safety Council.

Linda Rowley suggested that an annual report from the Working Group to the Safety Council might be an excellent way to inform the Safety Council of the importance of what the Water Craft Safety Work Group is doing. Mary Parkinson went on to suggest that a report for 2005 might contain the following information at the least. Quantify all training for each Bureau. Provide information on any Safety Alerts for the reporting period. Any special issues, e.g. inflatable PFDs, immersion suits etc. Success stories, accident analysis. High risk profiles, high energy beach landings, airboat use, winter boat use in northern latitudes. It was decided that Linda and Mary would develop an annual report format and distribute a draft to the group.

Problems, Issues or Initiatives of Bureau Coordinators:

Boat accident reporting by employees in the view of this body continues to be unacceptable due to under reporting. Mary asked if the need for accident reporting is clearly conveyed to the students in the MOCC. The answer was no. Although it is vaguely covered it is not clearly defined. It was discussed that NCTC could easily develop a PP based talking point to be included in the MOCC probably in the Rules of the Road session. It was decided that Jake would research possible solutions for better accident reporting. Ed Perez will develop appropriate definition of an accident. It was concluded by the group that it must be clearly conveyed to the work force that the motivation of completing accident reports is not for disciplinary purposes but to prevent future accidents and improve training.

Gary informed the group of a new VDS that is based on a handheld, battery operated laser that projects a bright visual display miles from the victim. Gary will provide information.

The group generally does not feel that the Safetynet is being used to its fullest benefit. Gary will contact Harrison to discuss the possibility of developing a new marine products area on the site to inform employees of what new products are available to them.

Manual Updates:

There was general confusion on just how updates to the manuals would be conveyed to the various Bureaus outside of FWS by NCTC. The concern being that because NCTC was a part of FWS that FWS had no problem getting timely notice of manual changes but there is not certainty that a system exists to insure that those changes get out to the other involved Bureaus. Anne will contact Chris and start that discussion.

New Business:

Accident Reports:

Anne reports that the only boat accident for the period concerned a minor head injury that was sustained by an instructor during a capsizing demonstration in an Open Water Module. It was determined that in the future a smaller vessel will be used for the demo. Will be closer to shore and it will be a video only for MOCC classes. Jake reported that BLM in Alaska had two accidents, one concerned an individual being ejected from an inflatable into quite cold water and the second was a jet boat that ran out of the river onto the bank. Jake said neither accident was officially reported.

Web Based Training:

Jake brought up the need for converting certain aspects of boat training to a web based system. Jake will develop a list of possible subject areas from the MOCC/MOICC that lend themselves to web based training and get back to the group.

How is Safetynet Working?

It was the general consensus that there is limited use by employees of Safetynet. One issue was the rather convoluted way a user gets to the watercraft Safety/boat training information. It was suggested that Harrison should be encouraged to make the link more direct therefore easier and strait forward for users unfamiliar with the system.

It was also suggested that each Bureau lead must convey to their Bureau personnel that Safetynet exists and includes substantial information addressing water craft safety and training.

Next Conference Call/Meeting:

The next conference call was scheduled for Feb 15, 2005. Anne will send out details in advance.

The next meeting was tentatively scheduled for June/July in Boise and will be hosted by Jeff. Anne will confirm plans.

There was interest by the group in scheduling a meeting in concert with a Water Safety Summit. Gary will check into when and where the next Summit is schedules

Anne adjourned the meeting at 4:15 P.M.

ACTION ITEMS:

- By 1/30/05, Anne will send Instructor Database out to all members for review. It is up to each member to contact Chris Horsch and provide updates and corrections to the database.
- By 3/1/05 All members of the Work Group will return comments to Gary Hill on the Airboat Module distributed at their meeting.
- By 1/15/05 Anne will send all members a copy of FWS Inflatable PFD policy.
- Ed Perez will develop a Safety Alert of Carbon monoxide poisoning for distribution.
- By 1/15/05, Mary will send copy of the towing accident analysis to all members.
- By 2/01/05, Jake will provide all members with graphics for the non-motorized manual in an agenda format.
- By 2/1/05, All members will return comments to Anne draft MOICC-OJT schedule.
- By 2/1/05, Mary will forward final minutes to Harrison for Safetynet.
- By next conference call, Jake will research ways to improve DOI boat accident reporting.
- By next conference call, Ed Perez will develop a definition of what is a reportable boat accident for DOI.
- By 2/01/05, Linda and Mary will develop a format for a DOI, Water Craft Safety Work Group, Annual Report format.
- By next conference call, Gary will investigate the development of a marine product area with Harrison for Safetynet.

- By next conference call, Jake will develop list of possible subject areas from MOCC/MOICC training that would possible lend themselves to a web based application.
- By next conference call, Ed Perez will contact Harrison and see if the Safetynet link to watercraft safety and training can be made more user friendly and direct
- By 3/15/05, Anne will confirm next meeting date and location.
- By next conference call, Gary will determine location and time of next Water Safety Summit.
- By next conference call, Anne will determine if Chris is going to be main contact with NASBLA.